



<http://alexandriava.gov>

**City of Alexandria
Department of Finance
Treasury Division**

P.O. Box 323
Alexandria, VA 22313

Phone: 703.838.4777
Fax: 703.706.3977

Dear Taxpayer:

Thank you for your interest in the City's Automated Bank Debit Program. Please review the following information concerning this pre-authorized, direct debit program. To participate, please print this page of instructions together with the agreement on page 2; complete the form and return it together with a voided check to the above address. The form may also be completed electronically, then printed for your signature, then mailed with a voided check or deposit slip.

1. You may pay one or more real estate tax accounts through the City's Automated Bank Debit Program. The total tax and refuse fee can be transferred from your bank account on the tax due date or smaller, monthly installment payments can be transferred from your bank account. If the monthly, installment option is selected, the City will debit your account according to the monthly schedule on the Authorization Agreement. Please note that a monthly installment payment will not be transferred from your bank account during the months of June and November when taxes are due. Instead, the City will mail a tax bill directly to you at least 30 days before the tax due date for any remaining balance. Payment of the remaining balance must be received by the City or postmarked by the June 15 and November 15 tax due dates to avoid late payment penalty. Any overpayment will be applied automatically towards the next billing period, unless a refund is requested.
2. The City will continue to debit your bank account for the designated amount, until the City receives written instructions from you to suspend the debits, to change the bank routing and/or account number or to change the debit amount. If you sell your property, please submit a written request for the City to discontinue debiting your bank account. The City must receive your written cancellation or change instructions at least 10 days before the next scheduled deduction. To enroll additional properties in the program, please call 703.838.4777 to request a new Authorization Agreement or print a copy online at [http://alexandriava.gov/finance/auto bank debit form.pdf](http://alexandriava.gov/finance/auto%20bank%20debit%20form.pdf).
3. Please provide the information requested on the Authorization Agreement and advise whether the designated amount should be withdrawn from your bank account in monthly installments or in one lump-sum payment on the tax due date. Current year tax rates are not set until May each year. Accordingly, to estimate the tax and refuse fee due, please refer to last year's tax bill, or call 703.838.4777 for assistance from City staff. You may wish to increase the requested amount to debit in order to cover the additional tax from likely assessment increases.
4. Your bank routing number and account number are normally printed on the bottom of your check. Please attach a voided check for checking account debits, or a deposit slip for savings account debits, to the completed Authorization Agreement and forward to the Finance Department, Treasury Division, P.O. Box 323, Alexandria, VA 22313. Only submit a deposit slip if you specify a Savings Account to be direct debited.

We hope this program provides a convenient method for paying your taxes and refuse fees. If we can provide further assistance, please call 703.838.4777, Monday through Friday, 8:00 a.m. to 5:00 p.m.; visit our office at 301 King Street, Room 1510, Alexandria, VA 22314, Monday through Friday, 8:00 a.m. to 5:00 p.m.; or send an email to payments@alexandriava.gov. Customer satisfaction is important to us!

Sincerely,

David Clark
Division Chief, Treasury


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**Authorization Agreement for Electronic Funds Transfer
of Real Estate Taxes and Refuse Fees**

I authorize the City of Alexandria, through SunTrust Bank, to automatically debit my bank account for real estate taxes and refuse fees as specified below. I understand that payment will be deducted on the date applicable to the payment plan selected. If the selected date falls on a holiday or weekend, payment will be deducted the next business day. I understand that funds will not be transferred to the City if there are insufficient funds in my account and that I will be subject to a \$25 returned check fee.

Complete this agreement electronically or print and complete it by hand. If completing it by hand, please print carefully.
Please attach a voided check (or a Deposit Slip - for a Savings Account Only) to the completed agreement.
Place the mouse pointer on any text underlined in blue for help or instructions.

Last Name:

First Name:

Middle Initial:

Mailing Address:

Street:

City:

State:

Zip:

Area Code & Telephone No.

Email:

Home
Work

Please choose one payment plan:

- ☐ Monthly: 5th of each month
First Half Real Estate Tax-December through May
Second Half Real Estate Tax-July through October

- ☐ Lump Sum on Tax Due Date
First Half Real Estate Tax-June 15th
Second Half Real Estate Tax-November 15th

Bank Name:

Checking Account

Savings Account

Name of Account Holder:

Bank Routing Number (nine digits):

Bank Account Number:

Real Estate Taxes and Refuse Fees		
City Tax Bill Number (8 digits)	Property Address	Amount of Authorized Debit

I understand that this authorization shall remain in effect until the City of Alexandria receives written notification of its termination. Written cancellation must be received by the City at least 10 days before the next scheduled deduction. I understand that all taxes must be paid on or before the tax due dates. I further understand that the City will bill me before the tax due date for any tax and refuse fee not paid and that any balance outstanding after the tax due date will accrue late payment penalty and interest.

I have read and agree to the terms and conditions contained on this Authorization Agreement.

Signature:

Date:

Please attach a voided check for checking account deductions, or a deposit slip for savings account deductions, to the completed agreement and mail to: Treasury Division, P.O. Box 323, Alexandria, VA 22313.